



MEETING OF THE PARENT ADVISORY COMMITTEE OAK BAY HIGH SCHOOL

MEETING MINUTES MONDAY, November 17, 2025, 7:00pm, OBH CAFETERIA

Meeting called to order at 7:05 pm

Attendees:

PAC Chair: James Chaney, PAC Treasurer: Melissa Donaldson, PAC Secretary: Krissy Johns, PAC Members at Large: Anne Chow, Elizabeth Vitanza, Kalina Popova, Jennifer Sainz, Krista Henry, Principal: Shawn Boulding

Additional members: 3

Territorial Acknowledgment and Welcome

Approval of the Minutes and the Agenda

MOTION: *Be it resolved that the Meeting minutes for October 20th be approved. (Kalina, Krista)*
Approved

MOTION: *Be it resolved that the Agenda for November 17th be approved, with the amendment to move the treasurer update to before the secretary update. (James, Krissy)*

Approved

Minutes will be published in pdf and available on the school website.

Administrative updates from Shawn Boulding

This Friday is a pro-d day, report cards will be released at 4pm on Friday.

Nov 21st is the 10 year anniversary of the Sno'uyutth pole. The school is working on ways to acknowledge this. There will be a school assembly, with topics and acknowledgements that embody the spirit behind the pole.

Talks are ongoing about restoring the pole in a thoughtful and respectful way, with appropriate steps and permissions.



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One school goal is building connections with students. Staff is currently discussing homeroom/advisory. Grade 9s have advisory classes and it's having a positive effect. The school will look at the possibility of continuing this trial.

Holiday hampers are outside the office, ready for donations. These support families within the school as well as within the community.

Leadership

Many school leadership options available for students. Grade 9 leadership class is within the timetable, grades 10-12 leadership is outside the timetable. Leadership organized events include grade specific breakfasts, and help with the winter formal. Athletic leadership helps to organize games within the school.

Grade 12 leadership - Grad winter formal December 11. This was brought back a few years ago. It will take place in the multipurpose room; decorators come to make the space special. This is the kickoff event for grad activities.

Athletics

Sr boys soccer going to provincials

Jr girls volleyball heading to provincials.

Basketball season is starting soon.

Girls Cross Country Provincial Champions banner has arrived at the school

Performing arts

Choir concert - Dec 11th, 7pm in the Dave Dunnet theatre



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PAC Chair update

See VCPAC update below

PAC Treasurer update

See current statement of accounts at the end of the minutes.

We have received the cheque from Monterey Middle School PAC for their share of the Screenager screening costs.

We have enough money to fund all of the funding requests this year.

There is a little bit of extra money available should further requests be made in the New Year.

PAC Secretary update

Funding requests

This year, we received 9 applications, summarized as follows (department, amount requested, funding use):

1. **Counselling (all students): \$500** Snack food for kids available in the counsellors office.
2. **Athletics (~400 students) \$24 614.50** Sports fees, officials, part of bus engine, roof racks for bus.
3. **Counselling leadership (13): \$80** One time workshop (Heart Lake Farm/Together in stride asks for honourarium)
4. **Oak Bay Awards (150+ students): \$500** purchase, repair, and maintain awards and plaques. Requesting \$500 (District funds - school budget)



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5. **Science/Bowker Creek restoration (50 students): \$385** (2) Hip waders, (5) hand pruners, native plants
6. **Clay Club (6 students): \$600** (24) 10Kg bags of clay for students
7. **Model Games Club (11 students): \$155** Purchase of Miniature War Games (travel battle \$63; Halo Flashpoint Spartan ed. \$91)
8. **Water is life Aquarium group (50 students): \$400** Purchase of aquarium supplies
9. **Oak Bay Choir: \$2500** Money towards choir risers (would eventually like to purchase 5 risers to replace existing as needed. Each riser costs \$5000)

MOTION: *Be it resolved that the funding requests be granted as written. (Melissa, Kalina)*

Approved

VCPAC Update (James)

VCPAC has offered a number of presentations around town with different speakers. October 5 - speakers' theme was mental health. A few dozen people in attendance. The hope is that the attendance increases. Next presentation at Oak Bay High on Nov 27th. Doors open 6:15. 6:45-8:30. The topic is Inclusive Education. Songhees nation will also be in attendance. The next meeting is Thursday, January 15th @ Vic High.

New Business

Naloxone training

Currently exploring dates either in late November/early December, or January.

Next Meeting:

January 19, 2026, 7:00 pm at Oak Bay High School in the cafeteria.



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Meeting Adjourned at 7:56pm

Financial report as of November 14, 2025

Oak Bay High School PAC
Financial Report
Nov 17, 2025

| Bank Activities | | Gaming account | General account | Total | Cheque # | Notes |
|--------------------------------------|--------------|----------------|-----------------|--------------|----------|-----------|
| Opening bank balance at Oct 20, 2025 | | \$ 30,208.00 | \$ 11,729.00 | \$ 41,937.00 | | |
| Rev | Donations | | \$ 4,338.76 | | | |
| Exp | Screenagers | \$ (996.00) | | | ch 68 | |
| Exp | Bowker Creek | \$ (262.00) | | | ch 67 | |
| Exp | Choir | \$ (901.00) | | | ch 66 | last year |
| Exp | Grad Decor | | \$ (14.47) | | ch 9 | last year |
| Ending bank balances Nov 14, 2025 | | \$ 28,049.00 | \$ 16,053.29 | \$ 44,102.29 | | |
| Forecasted Spend in 25/26 | | \$ 23,398.00 | \$ 9,939.47 | \$ 33,337.47 | | |
| Forecast Bal at End of School Year | | | | \$ 10,764.82 | | |
| Actual Spend to Date | | \$ 2,159.00 | \$ 14.47 | \$ 2,173.47 | | |
| Remainder Funded | | \$ 21,239.00 | \$ 9,925.00 | \$ 31,164.00 | | |
| | | 4,651.00 | 6,113.82 | 10,764.82 | | |

END OF YEAR



| Budget Allocated | | Gaming account | General account | Total |
|--|--|----------------|-----------------|-----------|
| Forecasted Expenses | | | | |
| Funding requests | | | | |
| Counselling - Food | | \$ 500 | \$ 500 | |
| Athletics - Fees | | \$ 19,615 | \$ 5,000 | \$ 24,615 |
| Counselling - Workshop | | \$ 80 | \$ 80 | |
| School Awards | | \$ 500 | \$ 500 | |
| Bowker Creek Restoration | | \$ 385 | \$ 385 | |
| Clay Club | | \$ 600 | \$ 600 | |
| Model Games Club | | \$ 155 | \$ 155 | |
| Water is Life Aquatic Club | | \$ 400 | \$ 400 | |
| Choir - OB Theatre Bookings | | \$ 2,500 | \$ 2,500 | |
| Total forecast funding expenses | | \$ 22,235 | \$ 7,500 | \$ 29,735 |
| Other expenses | | | | |
| Bank charges | | \$ 100 | \$ 100 | |
| Events (Screenagers/etc) | | \$ 1,000 | \$ 1,000 | |
| Donation | | \$ 100 | \$ 100 | |
| BCCPAC membership dues | | \$ 75 | \$ 75 | |
| Staff appreciation | | \$ 750 | \$ 750 | |
| Grad block party | | \$ 400 | \$ 400 | |
| Other from prior yr | | \$ 1,163 | \$ 14 | \$ 1,177 |
| Total forecast other expenses | | \$ 1,163 | \$ 2,439 | \$ 2,425 |
| Total forecast expenses | | \$ 23,398 | \$ 9,939 | \$ 32,160 |

| Actual Spend | | Gaming account | General account | Total | Variance from Budget |
|-----------------------------|--|----------------|-----------------|-----------|----------------------|
| Actual Funding Expenses | | | | | \$ - |
| Counselling - Food | | | | \$ 500 | \$ - |
| Athletics - Fees | | | | \$ 24,615 | \$ 24,615 |
| Counselling - Workshop | | | | \$ 80 | \$ 80 |
| School Awards | | | | \$ 500 | \$ 500 |
| Bowker Creek Restoration | | | | \$ 385 | \$ 385 |
| Clay Club | | | | \$ 600 | \$ 600 |
| Model Games Club | | | | \$ 155 | \$ 155 |
| Water is Life Aquatic Club | | | | \$ 400 | \$ 400 |
| Choir - OB Theatre Bookings | | | | \$ 2,500 | \$ 2,500 |
| Actual Funding Expenses | | \$ - | \$ - | \$ 29,735 | \$ 29,735 |
| Actual Other Expenses | | | | | \$ - |
| Bank charges | | | | \$ 100 | \$ 100 |
| Events (Screenagers/etc) | | \$ 996 | \$ 1,000 | \$ 4 | \$ - |
| Donation | | | | \$ 100 | \$ 100 |
| BCCPAC membership dues | | | | \$ 75 | \$ 75 |
| Staff appreciation | | | | \$ 750 | \$ 750 |
| Grad block party | | | | \$ 400 | \$ 400 |
| Other from prior yr | | \$ 1,163 | \$ 14 | \$ 1,177 | \$ (0) |
| Actual Other Expenses | | \$ 2,159 | \$ 14 | \$ 3,602 | \$ 1,429 |
| Total Actual Expenses | | \$ 2,159 | \$ 14 | \$ 33,337 | \$ 31,164 |